

Position: Full-time Secretary Opening in Adult Probation

Office: Vigo County Adult Probation Department
120 S. 1st St.
Terre Haute, IN 47807

Hours: Monday – Friday 8:30 – 4:00 PM

Duties: Applicant must have good communication skills and work well with the general public.
Good clerical/typing skills and knowledge of WordPerfect required.

Requirements: Good interpersonal skills and computer experience required. Experience working in the
Judicial System Operations and with the Court Software system is a must.